Present: George Kingston, Thomas Kaye, Anthony Zampiceni, William Caplin, Ralph Page, Lynn Booth, Thomas O'Brien, Thomas Wilson
Absent: Mary Ellen Goodrow

Chairman George Kingston opened the meeting at 6:30 pm.

After review it was moved and seconded to approve the minutes of December 3, 2014.

A spreadsheet prepared by the Town Accountant, Sara Menard, showing the current balances and commitments of Community Preservation Funds was distributed. There was some discussion of the way funds were spent from the three Brown Farm site work appropriations. It was agreed that no more money should be spent from the demolition fund, except for actual demolition of the buildings.

Mr. Kingston explained the new procedures for approving invoices and closing projects. All invoices presented to the Town Accountant for payment with Community Preservation funds must now be countersigned by the chair of the Community Preservation Committee or the chair's delegate.

A project closure form has been prepared. To close a project the project sponsor must provide a narrative of what was actually done on the project and sign off that the project is complete and the chair or the chair's delegate must countersign. Once that is done, the commitment of remaining funds will be reversed and no additional Community Preservation funds can be spent.

Lynn Booth said that she is thinking about preparing a fund request to renovate a unit of affordable housing. After the meeting it was confirmed that Community Preservation funds can only be used for renovations of affordable housing that was purchased with Community Preservation Funds. Therefore that project is ineligible.

Thomas Kaye presented a plan of Heritage Park and said that the Recreation Commission is considering constructing more playing fields at the park, possibly easterly from the existing soccer field.

The meeting was adjourned at 7:15 pm.

George Kingston, Chair